

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A regular meeting of the Brown County Library Board was held on **July 16, 2020** at **5:15 p.m.** at the Kress Family Branch Library, 333 N. Broadway, De Pere, WI.

PRESENT: JOHN VAN DYCK, BRIAN ANDERSON, ANNETTE AUBINGER, KATHY PLETCHER, DAVID RUNNING, and JOHN VANDER LEEST. MARISSA MELI attended via phone.

EXCUSED: JAYME SELLEN

ABSENT: HECTOR RODRIGUEZ

ALSO PRESENT: Sarah Sugden, Linda Chosa, Sue Lagerman, Emily Rogers, and Curt Beyler (staff).

CALL TO ORDER President Van Dyck called the meeting to order at 5:18 p.m.

APPROVE/MODIFY AGENDA AND MINUTES **Motion** by Vander Leest, seconded by Anderson, to approve the agenda.

Motion by Vander Leest, seconded by Running, to approve the June minutes. **Motion carried.**

COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC None.

DISCUSSION AND POSSIBLE ACTION REGARDING EARLY TERMINATION OF THE RISE & GRIND LEASE

Motion by Vander Leest, seconded by Pletcher, to approve dissolving the Rise & Grind lease effective August 31, 2020. **Motion carried.**

DISCUSSION AND POSSIBLE ACTION REGARDING LIBRARY'S PHASED REOPENING Sugden distributed materials as examples of signage messaging to patrons, highlights of Chapter 3; and the Staff Safety guidelines booklet. Libraries have greeters to assist people visiting the library to intentionally browse. Plans are thorough and well-thought out. In reference to library visitors, most have been masked or have taken one offered by the library. The staff booklet includes a staff acknowledgment page.

Motion by Vander Leest, seconded by Pletcher, to approve the reopening plan as presented. Van Dyck questioned occupancy numbers. He suggested being flexible in monitoring how people are using the facility and in managing the numbers at any given time. Sugden replied that the numbers are a guideline. Regular evaluations will be ongoing based on recorded date on use, time spent, etc. Aubinger asked for the capacity of each location. **Motion carried.**

LIBRARY BUSINESS

FINANCIAL MANAGER UPDATE

FINANCIAL, AND GIFTS, GRANTS, AND DONATION REPORTS

Fines revenue is trending down due to their postponement during the shutdown. Fines were reinstated with the Chapter 3 reopening plan so this revenue stream should see new activity. Operating expenses were over budget by 5% as a result of a few large agreements paid. The library was named a beneficiary of the estate of Norbert Will, a Green Bay resident, and has received the initial disbursement. A total of additional annuities is not available at this time.

June 2020 donation report follows:

**Brown County Library
Gifts, Grants & Donations Report
June 2020**

Gifts & Donations

06/06/20	Estate of N. Will	\$ 5,756.35	General Needs
06/17/20	Friends of Brown County Library	11,085.85	Dept Requests
06/24/20	Friends of Brown County Library	1,000.00	Supplies Pick-up Service
06/26/20	A. French	75.00	Memorial B. Olejniczak
Total		\$ 17,917.20	

Donation Box

		Month	YTD
06/01/20	Ashwaubenon	\$ -	\$ 88.00
06/01/20	Bookmobile	-	8.10
06/01/20	Central Children's	-	86.14
06/01/20	East	-	128.82
06/01/20	Denmark	-	-
06/01/20	Kress	-	130.03
06/01/20	Pulaski	-	33.32
06/01/20	Southwest	-	22.22
06/01/20	Weyers/Hilliard	-	214.95
06/01/20	Wrightstown	-	7.66
Total		\$ -	\$ 719.24

Federal & State Grants

Nicolet Federated Library System	\$ 3,000.00	Cont. Ed
Nicolet Federated Library System	\$ 32,500.00	Technology
Nicolet Federated Library System	\$ 6,000.00	Delivery Service
Nicolet Federated Library System	\$ 6,562.50	Collection 2 of 4
Total		\$ 48,062.50

FACILITIES UPDATE Beyler reported that supplies are still being ordered in preparation for opening. Maintenance has been busy readying the branches – the East Branch men’s restroom was converted to singles use and include new grab bars, a raised toilet, new lighting and paint; the circulation desk at Southwest was relocated to increase open spaces and to accommodate social distancing; and staff spaces have been rearranged.

PERSONNEL UPDATE Rogers reported that searches for candidates to fill open positions (Central Circulation Manager, Youth Services Librarian at Weyers-Hilliard, Library Associate at Kress and in Central Technical Services) are being launched and some positions remain on pause. A survey was distributed to staff to collect feedback on the library’s reopening plan. Running asked about the possibility of temperature checks. The expectation is that staff will self-monitor and follow the guidelines of the county if they have symptoms or test positive.

COMMUNICATIONS/PROGRAMMING UPDATE Lagerman reported that on the communications side, in preparation for Chapter 3, new signage was created, news release issued (WBAY did a story the same day); updating all details on website; and phone auto-attendants updated for all locations. The Summer Reading Challenge is moving along well and registered readers have read for a cumulative total of over 42,500 days. Children have reached the benchmark where they have earned a book of their choice.

Motion by Vander Leest, seconded by Running, to receive and place the Library Business Updates on file. **Motion carried.**

DISCUSSION AND POSSIBLE ACTION REGARDING 2021 BUDGET DRAFT

Chosa reported that the budget wasn’t as difficult as initially thought since the levy cut was not as drastic as expected. The library was allotted the same amount as the adopted levy. This amount includes enough to cover the 2.07% wage increase in 2020. County Administration has hinted that the effects of COVID-19 will be reflected in the 2022 budget.

Chosa reviewed the draft budget including changes in revenue and expenses. State Debt Collection (SDC) had communicated that they are not collecting at this time. The library still has to go through the audit and DoTS still needs to provide a hard drive before the library can switch to SDC. It was asked if some gaps should be built in to help bridge the budget into 2022. Vander Leest asked if there are expenditures that could be avoided to provide more of a carryover for 2022.

Budget decreases include Salaries- by \$60,000 due to vacant positions, Programming, and Tech Supplies. Budget increases include Fringes, and Cleaning and Maintenance. Copy Expense is a new line item related to the Multi-Function Devices (MFDs). This will include direct cost-per-click charges from MBM cost per click. There will no longer be a chargeback from DoTS. The library plans to take some MFPs out of service. The impact of this action will be reflected in the 2022 budget.

Indirect chargebacks are the expenses for the services of Corp Counsel, Finance, Facilities, HR, etc. that are divided among all departments based on different formulas. Components of the equation include the number of FTEs, MFDs, building size, invoices

processed, etc. Van Dyck asked for clarification if all departments saw a 20+% increase in chargebacks or if the library got hit with a bigger percentage of the cost.

Motion by Vander Leest, seconded by Pletcher, to approve the preliminary budget to present to the County Executive. **Motion carried.**

Vander Leest left the meeting at 6:15 pm

Chosa reviewed the budget narrative. The mission is unchanged. Three new performance measures were added – virtual programming engagement /participation, public WiFi usage, and library website visits. Regarding WiFi usage, collecting that data is contingent on DoTS making the collection tools available to the library. Updates to Rates and Fees are based on the policy approved at the April 2020 meeting. Color copy costs align with current market price.

Sugden reviewed the new 2021 department initiatives.

Motion by Pletcher, seconded by Anderson, to approve the budget narrative. **Motion carried.**

Meli left the meeting at 6:35 pm.

OPEN SESSION: DISCUSSION AND POSSIBLE MOTION TO CONVENE IN CLOSED SESSION **Motion** by Anderson, seconded by Pletcher, to move into closed session at 6:35 p.m. Roll call vote: Aye: Anderson, Pletcher, Aubinger, Running, and Van Dyck. Nay: None. **Motion carried.**

CLOSED SESSION pursuant to Wis. Stat. § 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – Personnel and 2021 Budget.

RECONVENE IN OPEN SESSION: APPROVE ANY ACTION THAT MAY HAVE BEEN RECOMMENDED IN CLOSED SESSION

Motion by Running, seconded by Anderson, to return to open session at 7:20 p.m. Roll call vote: Aye: Anderson, Pletcher, Aubinger, Running, and Van Dyck. Nay: None. **Motion carried.**

No action, resulting from the closed session, was taken.

PRESIDENT'S REPORT Van Dyck requested an August agenda item for the evaluation of the agreement/partnership with the Denmark Branch.

LIBRARY DIRECTOR'S REPORT Sugden showed off a Binge Box – a new multi-DVD offering. Sugden also reported that COVID-19 has revealed that more technology is needed as well as an investment in management tools for staff productivity. She also expressed praise and appreciation for the Leadership Team.

OTHER BUSINESS

SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW None.

ADJOURNMENT **Motion** by Running, seconded by Anderson, to adjourn the meeting. **Motion carried unanimously.**

Meeting adjourned at 7:40 pm.

NEXT REGULAR MEETING:

Central Library
August 20, 2020
5:15 p.m.

Respectfully submitted,

Sue Lagerman
Recording Secretary